

CHAPTER ONE - ASSOCIATION STRUCTURE

Section A: Association Purpose

The purpose of the Association is to:

1. Provide equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability or national origin.
2. Promote the game of American Tenpins.
3. Conduct and support bowling competition.
4. Engage in other activities by an organization classified as tax exempt under Section 501c(3) of the Internal Revenue Code.
5. Provide services and benefits to its members.
6. Enforce the playing rules.
7. Promote the growth of youth activities.
8. Maintain or increase membership.
9. Foster programs to increase bowling skills among its members.

Section B: Incorporation

Associations must comply with state requirements and maintain their corporate status. This could include yearly filings and fees.

Section C: Association Name

The Association name will be: Greater Miami USBC (GMUSBC)

CHAPTER TWO - OFFICERS AND DIRECTORS

Officers

This chapter details the specific officer positions, authority, duties, performance reviews, processing and distributing of awards, tax information, lane certifications and dressing inspections, and tournaments.

Section A: President

Authority and duties:

1. Presides at all board and association meetings.
2. Acts as spokesperson for the association.
3. Obtains financial records from the association manager and verifies the association accounts monthly.
4. Appoints committees with board approval. In merged associations the president does not appoint the Youth Committee.
5. In a non-merged youth association, appoints two adult association board members, at least 18 years of age, as adult advisors to the Youth Leaders Chapter (if there is a chapter in the jurisdiction) with approval of the association board and youth leaders board.
6. Provides an agenda to the association manager which should be within one week in advance of the meeting.

7. The president may attend president-appointed committee meetings in an ex officio, nonvoting capacity, unless the Board directs otherwise.

Section B: Vice President

Authority and duties:

1. Presides at all meetings when the president is absent.
2. Performs other duties as prescribed by the board or requested by the president.

Section C: Association Manager

1. Acts as the ex officio, non-voting secretary/treasurer of the board.
2. Has voice only, does not count towards the quorum and cannot make or second motions at board meetings, unless he/she is also a director. He/she may be excused from board meetings based on the issue/discussion at hand.
3. Has voice and vote at membership meetings, unless he/she is not a current member of the association.
4. Is selected/appointed by and accountable to the board and USBC.
5. Must be a minimum age of 18, unless state laws mandate a specific age and be USBC bondable.
6. Is not required to be a member of the association however, it is suggested.
7. Is not eligible to serve concurrently as an officer of the association.
8. Is eligible to serve as a director.
9. Authority and duties:

a. Reporting

1. To USBC Headquarters as required.
2. To the board/delegates/youth representatives/members at every meeting and as needed.
3. A financial report, in writing, at every board and delegate/youth representative membership meeting.
4. 4) A written, audited, year-end financial report at a board and the delegate/youth representative/ membership meeting.
5. b. Financial – Complying with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include:
6. Receiving and issuing a receipt for all funds paid to the association within 10 days, i.e. to league secretaries for receipt of dues. (local only)
7. Depositing association funds, and if applicable, Youth Leaders Chapter funds in the association's account, in a financial institution which must be federally insured or its equivalent, within seven days of receipt. Non-board members handling/depositing association or youth leader's funds are not bonded through USBC.
8. Ensuring all withdrawals have two signatures. (Two members of an immediate family cannot cosign for withdrawals.)
9. Providing the president with all records for monthly verifications.
10. Ensuring all required financial reports are filed. (IRS, payroll taxes, state taxes, etc. Refer to Section F of this chapter.)
11. Providing all documentation for the association audits.

12. Preparing a budget for board approval, if required. (Note: The finance committee reviews and monitors the budget, if applicable.)
13. Establishing a procedure for retention of records which must include the financial records, to be approved by the board.
14. Providing a report of financial transactions as requested by the board or USBC Headquarters.
15. Paying all bills authorized by the board.
16. Paying all invoices/warrants from youth leaders funds that are submitted and approved by the Youth Leaders Chapter. Must ensure there are two signatures on the invoice/warrant, one of which must be an adult advisor.
17. Submitting scholarship funds to USBC Headquarters for administration by SMART as specified. (Refer to bowl.com.)

c. Other

1. Handling association correspondence, including distributing information to and from USBC Headquarters to the respective board, proprietors and members
2. Ensuring board members have a current copy of the association's bylaws.
3. Distributing meeting notifications, as designated in the bylaws.
4. Maintaining the association's operations manual, if applicable.
5. Receiving, compiling and filing committee reports.
6. Recording and maintaining meeting minutes.
7. Managing the association championship tournament(s) and all other association tournaments. The association manager is the tournament manager or acts as the supervisor of the tournament manager.
8. Distributing all prize funds within 30 days following the close of the tournament, except when USBC Headquarters has authorized delay in payment.
9. Maintaining a record of and submitting tournament scores to USBC Headquarters as specified.
10. Ordering association supplies.
11. Selecting/appointing individuals for additional non-board positions, if these positions have been approved by the board. Positions could include, but are not limited to, office assistant, clerk, awards chairman, etc.
12. Maintaining a record of, verifying and submitting to USBC Headquarters and the state association, averages of members who have participated in at least 21 games in each league. (local only)
13. Providing each league secretary, a list of all league members and their National ID numbers for submission of averages. (Refer to Chapter 3, Section B) (local only)
14. Providing membership records and submitting to USBC Headquarters when requested and in a format specified by USBC Headquarters.
15. Ensuring lane certification and dressing inspections are completed and submitted to USBC Headquarters in a timely manner.
16. Submitting the association's delegates/alternates credentials to USBC Headquarters and, in the case of the local associations, submitting delegates/ youth delegates/alternates credentials to the state, within the specified formats and dates.
17. Processing membership and remitting USBC national and state dues to USBC Headquarters within 20 days of receipt. (local only)

18. Performing an upload of WinLABS backup twice per year. (The first one must be completed after “starting new season” in WinLABS).
19. Transmitting all board member information to USBC Headquarters within 20 days of election and maintaining the accuracy of the information.
20. Ensuring member's honor score awards are submitted to the association office within twenty (20) days of the achievement.
21. Entering Youth Leaders Chapter information (identifying youth leaders and their titles) in Win-LABS within 20 days of receipt, if there is a program in the association's jurisdiction. (local only)
22. Overseeing volunteer activities.
23. Performing other duties as prescribed by the board, the USBC Bylaws, USBC Association Policy Manual, and the association's operations manual, as applicable.

Section D: Performance Reviews

1. The association manager reports and is accountable to the board and USBC Headquarters.
2. Federal and state laws on employment must be taken into consideration.

Directors:

A candidate for the Board (elected or appointed) must be:

1. A USBC member in good standing of the association at the time of election and throughout their term.
2. Elected or appointed without regard to race, color, religion, gender, disability, national origin, or age, other than the minimum age of 14, unless state laws mandate a specific age, and be reasonably representative of the membership.
 - a. Any member of the Board authorized to sign contracts or acting as a signatory on association accounts must be a minimum age of 18.
 - b. At least 20% of the Board must be elected by the Youth Representatives and officers and directors who hold youth membership.
 - c. A maximum of three bowling center proprietors may serve on the Board at one time. A proprietor is an individual who is the owner, partner, or corporate officer of a bowling center or group of bowling centers. Excluded from the definition of proprietor is an individual who owns 25% or less of the equity shares, or who is inactive in the management of the bowling center and remains so during a term as an officer or director.
3. A candidate for election or appointment as a Director of the GMUSBC Association must have attended at least one annual meeting within a two-year period immediately preceding nomination. Additional eligibility requirements, if any, are to be approved by the members and Youth Representatives.
4. Each board member is required to be Registered Volunteer Program (RVP) compliant, complete SafeSport Training and be up to date with renewal and refresher courses. RVP badges must be worn at all Youth functions (Saturday Morning Leagues, Youth Tournaments, etc.)

GMUSBC Association Attendance Policy

1. Two unexcused absences over the entire year: send a certified letter asking if the board member still wishes to participate; failure to respond within 30 days would be cause for automatic termination by the board.
2. Three excused absences over the entire year; send a letter of concern asking the board member if they are still interested.
3. Each board member is required to attend (work) one day of any two tournaments being held by our board. Bowling in the tournament does not constitute attending.
4. These attendance policy guidelines will be given to the Nominating Committee for consideration at reelection time.

CHAPTER THREE – COMMITTEES

Audit: Verification of Income Accounts and Expense Accounts. Perform a monthly bank statement reconciliation and balance of checkbook. Prepare a written report for the Annual Meeting, report to include dates of audits, along with year-end verification of Income, Expenses and Bank reconciliation.

Awards: Responsible for National, State and Local awards. Design and order all awards for Leagues, Tournaments (excluding Youth), Hall of Fame, Secretary of the Year, Bowlers of the Year, Rookie of the Year, Ed & Patty Arnette "Making a Difference" Award, Top "8", outgoing Board Members, etc. All purchased awards must be submitted to the Board for approval. Committee is responsible for distribution of awards to the recipients (excluding youth). Keep detailed records of all purchases for Audit and Budget & Finance Committees. Prepare a written report for Annual Meeting.

Budget & Finance: Prepare a budget and set guidelines for the association and association manager to try to adhere to for the following year. Once you prepare a tentative budget you must present it to the Board for approval. Make sure all estimated income and expenses are broken down, keep miscellaneous to a minimum. Budget committee must present the Board approved budget to the membership at the Annual Meeting.

Community Service: We have picked "BVL" and "Rolling Toward a Cure". All other suggestions will need to be presented to the Board for approval. This committee is responsible for all letters and materials to be distributed to the leagues and bowling centers. Also, coordination of collection of monies at Board events such as tournaments, membership meetings and special events, such as Hall of Fame and Awards Dinner. This committee is also responsible for Board uniforms, making sure all current and new members have the correct uniforms. Make sure all Board members are aware and made to adhere to dress code for certain events. Keep detailed records of all purchases for Audit and Budget & Finance Committees. Prepare a written report for Annual Meeting.

Entertainment: Responsible for refreshments at the Annual Meeting. And, for the planning of any other gathering approved by the Board such as End of Year Dinner, Hall of Fame and Awards Dinner, etc.

Grievance: Entire board to be part of any grievance matter that may be submitted to the Board.

Policy & Procedure/Legislative: Function is to submit in writing any proposed By-Law amendments to the Board for recommendation and then submit to the membership for approval at the Annual meeting. Keep Policy & Procedure Manual up to date. Review at the officer's school any changes for the upcoming season to the USBC Handbook.

Promotion/Publicity: To promote interest in bowling by any means available. Responsible for any news or information about the association or the game of bowling in general to be passed along to the membership and the general public. Outlets are Website, Sparetimes, Facebook, Instagram, Twitter, Miami Herald, etc. Items to pass along would be outstanding bowling accomplishments achieved locally, statewide or nationally, Hall of Fame election, tournaments and other special activities such as "BVL and "Rolling Toward a Cure", outstanding personal accomplishments not related to bowling, etc.: Constantly update our web site and Facebook with all pertinent information that needs to be passed along to the membership. Prepare a written report for Annual Meeting.

Special Recognition: Oversee nomination and election process of Hall of Fame candidates along with Secretary of the Year, Rookie of the Year, Ed & Patty Arnette "Making a Difference" Award, (Bowler of the Year would fall under Association Manager responsibilities), etc. Update requirements and voting process for all special candidate awards such as the ones mentioned in the prior sentence. Record voting results and submit to Association Manager. Prepare a written report for Annual Meeting.

Sponsors: Solicit sponsors for tournaments, clinics and awards dinner. Thus, helping increase tournament prize funds and decrease administrative costs.

Tournament: Responsible for all association tournaments, excluding Mail-O-Grams. This committee needs to have many other committees set up under its umbrella such as Rules, Awards, Prize Fund, Board Member Scheduling, Promotion & Publicity, Registration and Ways and Means. Keep detailed records of all purchases for Audit and Budget & Finance Committees. Prepare a written report for Annual Meeting.

Ways & Means: Main function is to supplement the association's income to help defray expenses. This committee needs to devise money making projects to sell all year, mainly at all association tournaments. All money spent by this committee must be approved by the board. Keep detailed records of all purchases for Audit and Budget & Finance Committees. Prepare a written report for Annual Meeting.

Youth: Promote scholarships to the youth membership. Set up requirements for scholarships and the dollar amount to be paid out for each type. Youth committee should be up to date with High School competition, Middle School competition, Tournaments outside of our association, Youth Leaders, etc. Make sure all avenues of our youth bowlers are taken care of throughout all committees listed, excluding Awards. Youth Awards will be taken care of by the Youth Committee.

CHAPTER FOUR - MEETINGS

See By-Laws Amended 8/1/2021

CHAPTER FIVE - YOUTH MEMBERSHIP DUES

The annual youth standard membership dues are as follows for ages 9 and up:

Scholarship Fund \$ 8.00, Awards Program \$5.00, USBC youth standard membership \$4.00. Total \$17.00

The annual youth standard membership dues are as follows for ages 8 and under:

Awards Program \$6.00, USBC youth standard membership \$4.00. Total \$10.00

The annual USBC Youth Standard membership dues are \$4.00, state/local association